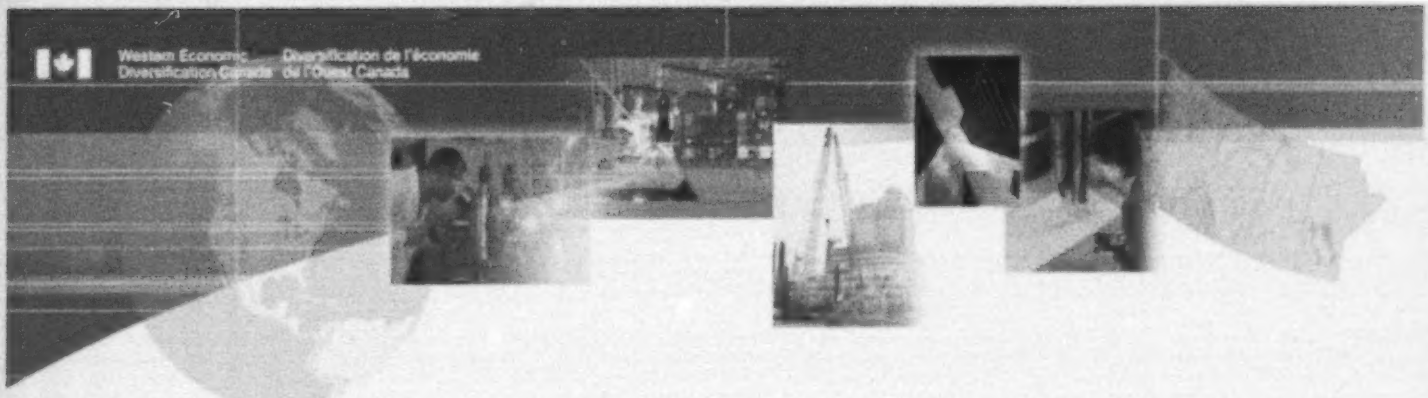

Access to Information Act

Western Economic Diversification Canada
Annual Report to Parliament
April 1, 2011 – March 31, 2012

Canada

PREFACE

A department of the Government of Canada, Western Economic Diversification Canada (WD) was established in 1987 under the provision of the *Western Economic Diversification Act*. The department's mandate is "to promote the development and diversification of the economy of Western Canada and to advance the interests of Western Canada in national economic policy, program and project development and implementation."

Located in the West, WD has offices in each of the four western provinces, with its headquarters in Edmonton. The department's presence in each western province has enabled it to work with key partners – other orders of government, community and business leaders, research and academic institutions, as well as non-profit organizations – to leverage its investments and actions to benefit the western economy.

WD's in-depth understanding of western Canadian issues and perspectives, as well as its connections to and knowledge of Ottawa and the rest of the federal government, allow it to act as a bridge between the perspectives of the West and Canada's national policy and decision makers. WD brings Government of Canada programs and expertise to Western Canada, brings western Canadian interests to Ottawa, and works within the federal system to ensure that those perspectives are brought to bear in federal decision making.

WD works to improve the long-term economic competitiveness of the West and the quality of life of its citizens by supporting a wide range of initiatives targeting inter-related project activities – innovation, business development and community economic development. These programs and services are supported by WD's policy, advocacy and coordination activities. Together, these priorities create a foundation to build the prosperity and competitiveness of the West in the 21st century.

WD's strategic investments in these areas will help to fulfill its vision:

"To be leaders in creating a more diversified western Canadian economy that has strong, competitive and innovative businesses and communities."

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INTRODUCTION

Western Economic Diversification Canada (WD) is committed to both the spirit and the intent of the *Access to Information Act* (R.S. 1985, c. A-1), which came into force on July 1, 1983, to ensure openness and transparency within the department.

The purpose of the Act is to extend the present laws of Canada to provide a right of access to information in records under the control of a government institution in accordance with the principles that government information should be available to the public, that necessary exceptions to the right of access should be limited and specific, and that decisions on the disclosure of government information should be reviewed independently of government.

The Act provides all Canadian citizens or permanent residents with a right of access to any record under the control of a government institution, with some specific and limited exceptions.

This report summarizes WD's implementation of the *Access to Information Act* and fulfills the requirements under Section 72, which stipulates that "*The head of every government institution shall prepare for submission to Parliament an annual report on the administration of this Act with the institution during each financial year*" and ensure it is tabled in Parliament.

WD will publish its Annual Report to Parliament on its public Web site (www.wd-deo.gc.ca) once it has been tabled in the House of Commons and Senate.

ADMINISTRATION OF THE ACT

Access to Information and Privacy Unit

Western Economic Diversification Canada's (WD) Access to Information and Privacy (ATIP) Unit is located in Edmonton, Alberta. The unit oversees the administration of the Act, and is part of the Finance and Corporate Management Directorate. The ATIP Coordinator (Executive Director, Finance and Corporate Management) is supported by the Deputy Access to Information and Privacy Coordinator (Manager, Corporate Administration), and one full-time ATIP Officer. In addition, a back-up was identified for the ATIP Officer in March 2012.

These individuals are accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the Minister's responsibilities under the Act are met, and enabling the appropriate processing and proper disclosure of information.

Regional ATIP Liaison Officers (RALOs) are located in each of WD's regional offices and corporate business units. These seven individuals are the first point of contact and identify the appropriate subject matter experts, coordinate retrieval of records responding to access requests, and liaise between the ATIP Unit and regional staff concerning enquiries.

The primary activities of WD's ATIP Unit include:

- processing access requests in accordance with the Act;
- responding to consultations submitted by other federal institutions on WD records being considered for release;
- developing and maintaining policies, procedures and guidelines to ensure the Act is respected by staff;
- promoting awareness of the Act within the department to ensure staff is aware of the obligations imposed by the legislation;
- preparing annual reports to Parliament and other statutory requirements, such as annual statistical reports and the department's Info Source chapter, as well as any material that may be required by central agencies;
- representing WD in dealings with Treasury Board of Canada Secretariat (TBS), the Office of the Information Commissioner of Canada and other federal organizations regarding the application of the Act as it relates to WD;
- monitoring departmental compliance with the Act, its regulations, and relevant policies and procedures; and
- providing ongoing advice and guidance to senior management and staff on information management and access to information legislation.

The ATIP Unit utilizes an ATIP database management system for all administrative actions; however, it processes all records in paper format, except where lists are compiled into Excel format and provided to the applicant electronically. WD does not utilize an electronic redaction system for processing its records at this time.

Delegation of Authority

For the purposes of the *Access to Information Act* for WD, the Minister of Public Works and Government Services Canada, Minister for Status of Women and Minister responsible for Western Economic Diversification delegated her full powers, authorities and responsibilities to the Executive Director, Finance and Corporate Management (ATIP Coordinator) and Manager, Corporate Administration (Deputy ATIP). The delegation also extends limited authority to the ATIP Officer to acknowledge access requests and manage related extensions.

A copy of the signed delegation instrument for the *Access to Information Act* is attached in Annex A.

Departmental Policies and Procedures

WD's Access to Information policy suite, including the Access to Information Procedures Manual, underwent significant updates in fiscal year 2010–2011. These policy and procedural documents are reviewed annually to ensure that they are up-to-date, and incorporate any changes in TBS policies or directives, or changes as result of

issues raised by the Office of the Information Commission or other agents of Parliament. As these documents had been recently revised, no changes were made in the 2011–2012 fiscal year.

However, as a result of TBS guidance received in July 2011 pertaining to posting of summaries of completed access requests on the public Web sites of federal institutions, WD began posting summaries of its closed access to information requests in September 2011. This requirement became mandatory in the revised TBS Directive on the Administration of the *Access to Information Act* (January 16, 2012). In addition, a new hyperlink was added to the home page on WD's Web site above the hyperlink to "Proactive Disclosure" and the postings are also hyperlinked to the Open Government Web site.

Education, Training and Awareness

The Deputy ATIP Coordinator and ATIP Officer attended workshops at the Access and Privacy Conference held in Edmonton in June 2011. The ATIP Officer also attended the Canadian Access and Privacy Association Annual Conference and TBS ATIP Practitioners Meeting in November 2011.

In March 2012, the ATIP Officer successfully met all the requirements for professional certification from the Canadian Institute of Access and Privacy Professional (CIAPP) and was granted the designation of CIAPP Professional.

A back-up for the ATIP Officer was identified in mid-March 2012. Limited training was provided in fiscal year 2011–2012.

Staff training and awareness activities include:

- The ATIP Coordinator, Deputy ATIP Coordinator and ATIP Officer provide ongoing advice on access to information issues to RALOs and staff to increase awareness of the Act. They also provide guidance on how the department processes access requests, and the rationale required to apply the exemptions and exclusions, where appropriate.
- Regional ATIP awareness sessions were cancelled following the 2011 Federal budget announcement. As a result, WD is exploring training options via video conference for the 2012–2013 fiscal year.
- "The ATIP Eye" tips are sent to WD staff via email and posted on the department's intranet site. The tips provide advice on frequently asked questions, specific exemptions or areas where the department might improve on its obligations under the Act. In 2011–2012, tips provided guidance on:
    - the duty to document;
    - briefing notes;
    - advice, recommendations, consultations and deliberations (two parts);
    - irrelevance; and
    - information obtained in confidence.

  Several departmental managers use these tips as discussion items in staff meetings. They are also shared with ATIP officials in several federal institutions, including the regional development agencies, the Canadian Space Agency, National Research Council of Canada, the Canada School of Public Service, and other small departments and agencies that are part of the Small Agency Administrator's Network.
- WD promoted Right to Know Week (September 26–30, 2011) via e-mail to all staff as a news bulletin on the department's intranet site.
- The department maintains an "Access to Information and Privacy" presence on its intranet site that includes policies, procedures, contact information, past training and awareness presentations, relevant links to useful sites related to access and privacy, as well as "The ATIP Eye" tips.

TRENDS AND STATISTICAL OVERVIEW

Highlights, Challenges and Trends

- Western Economic Diversification Canada (WD) began posting summaries of its closed access to information requests in September 2011.
- The ATIP Unit reviewed and provided advice on 24 audit and evaluation related documents prior to information being posted to WD's public Web site.
- WD recognized Right to Know Week (September 26–30, 2011) via e-mail to all staff as a news bulletin on the department's intranet site.
- WD continues to share it policy, procedures, best practices and staff awareness materials with other regional development agencies and the Small Agency Administrator's Network.
- WD has identified no significant multi-year trends pertaining to the types of request or the processing of requests received under the *Access to Information Act*. Any increase or decrease in the various components of the statistical report is proportionate to the number of requests received in 2011–2012 when compared to previous years.

Statistical Overview

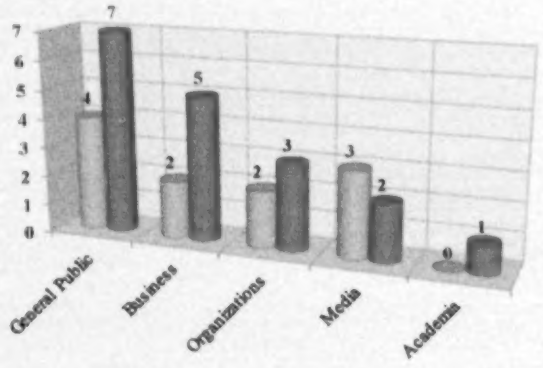
The following information provides additional context where appropriate to the statistical details found in Annex B – "2011–2012 Report on the *Access to Information Act* (Statistical Report)".

A. Request-Related Information

In 2011–2012, WD received 11 requests for information pursuant to the *Access to Information Act*. This is a 39 percent decrease from the last two fiscal years. In addition, WD received two requests which were treated informally as a result of the posting of summaries of closed access requests.

The breakdown of the sources of requests is noted below, along with the comparison of the sources of access requests between 2011–2012 and 2010–2011 fiscal years is provided.

- Four (37 percent) from the general public
- Three (27 percent) from media
- Two each (18 percent) from business and other organizations (political party)



Comparison of Requests by Source
2011-2012 vs. 2010-2011

Sources of requests received in 2011-2012 ■ Sources of requests received in 2010-2011

B. Extensions of Time Limits and Consultations

Section 9 of the Act provides for the extension of the statutory time limits if the request is for a large volume of records or necessitates a search through a large volume of records and meeting the original time limit would unreasonably interfere with the operations of the department; also, if consultations are necessary.

In 2011–2012, WD required extensions to complete necessary consultations on two requests. Although extensions of 45 and 60 days were taken, WD closed both requests within 45 days thanks to the prompt responses from the third parties and other government departments that were consulted.

C. Exemptions and Exclusions Invoked

The department closed seven requests in 2011–2012. Of these, exemptions were applied pursuant to the Act on three requests. If three different exemptions were applied to a request, one exemption under each relevant section would be reported for a total of three; however, the same exemption claimed several times in the same request is captured only once in the statistics.

Exemption Invoked	2011–2012	2010–2011
13(1)	0	1
14	0	1
16(2)	0	2
18	0	2
19(1)	1	6
20(1)	3	8
21(1)	4	11
23	1	2
26	1	0

Sections 20(1) and 21(1) of the Act were the most utilized exemption during the reporting period, each having been applied to two requests. Section 26 was applied to one request, but information subsequently released.

The Act does not apply to certain materials such as published material pursuant to Section 68 or confidences of the Queen's Privy Council pursuant to Section 69. WD did not invoke either Section 68 or 69 during the 2011–2012 reporting period.

D. Disposition, Completion Times and Method of Access

Of the seven access requests completed during the reporting period, four were disclosed electronically in their entirety and three were disclosed in part and the records provided in a paper format. Four requests were carried forward to the 2012–2013 fiscal year.

Of the requests carried forward, two requests required clarification and/or application fees, one required reproduction fees, and one awaited the response to a consultation with another federal department (a preliminary response and a portion of the records had been provided to the requestor).

E. Other Government Department Consultations

WD was consulted by other federal departments on 15 occasions and twice by provincial government departments in 2011–2012, for a total of 17 consultations. One consultation was carried forward to the 2012–2013 fiscal year. This is a 23 percent decrease from 2010–2011. Of these consultations from other federal departments, five were courtesy notices; however, WD reviews this information carefully to ensure the information being disclosed about the department is accurate.

F. Complaints and Investigations

WD received no complaints pursuant to the *Access to Information Act* in 2011–2012, and there were no appeals or applications submitted to the Federal Court.

G. Fees and Operational Costs Associated with Administering the Act

Access to Information fees collected during the reporting period totalled $78.80. These fees include application fees for 10 requests and $23.80 for reproduction costs. During the same period, WD waived fees totalling $32.80, including reproduction fees of $27.80, as well as a $5.00 application fee refund. (Note: The reproduction fees, both fees collected and waived, reported here are the actual fees; fees reported in the Statistical Report are rounded up due to reporting limitations of the report.)

WD's cost for administrating the *Access to Information Act* is estimated as follows:

- ATIP Unit salary costs, including a portion of the ATIP Coordinator's and Deputy ATIP Coordinator's salaries, and 70 percent of the ATIP Officer's salary;
- administrative operation and maintenance costs, which include non-salary expenses associated with the processing of access requests, and ATIP case management system licensing and upgrades; and
- additional salary-related costs, which incorporate estimated costs for other departmental officials to retrieve, review and make recommendations concerning records responding to access requests and translation of staff awareness materials and privacy-related documents.

ATIP Unit salaries	$67,839
Administrative operation and maintenance costs	$7,681
Total ATIP Unit Costs	$75,520
Additional salary-related costs	$9,781
TOTAL DEPARTMENTAL COSTS	$85,301

The additional costs included above, which are not all captured in the Statistical Report, provide a more complete picture of the overall cost to the department to administer all aspects of its activities related to the *Access to Information Act*. While the salary costs increased slightly, the total estimated costs to administer the Act of $85,301decreased slightly from 2010–2011 due to reduced administrative operation and maintenance costs and other salary-related costs.

ANNEX A

Access to Information Act and *Privacy Act* Delegation Order

Western Economic Diversification Canada /
Diversification de l'économie de l'Ouest Canada

DELEGATION OF POWERS, DUTIES OR FUNCTIONS UNDER THE *ACCESS TO INFORMATION ACT* AND *PRIVACY ACT*

I, the undersigned, Rona Ambrose, Minister of Public Works and Government Services and Minister for Status of Women, and senior minister responsible for Western Economic Diversification, pursuant to section 73 of the *Access to Information Act* and the *Privacy Act*, hereby designate the persons holding the positions set out in the Delegation of Authority Schedule attached hereto, to exercise the powers and perform the duties and functions of the Minister as the head of a government institution, under the sections of the Act set out in the schedule opposite each position.

This Delegation Order supersedes all previous Delegation Orders.

DÉLÉGATION DE POUVOIRS, D'ATTRIBUTIONS OU DE FONCTIONS EN VERTU DE LA *LOI SUR L'ACCÈS À L'INFORMATION* ET DE LA *LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS*

Par le présent arrêté, pris en vertu des articles 73 de la *Loi sur l'accès à l'information* et de la *Loi sur la protection des renseignements personnels*, je, soussignée, Rona Ambrose, ministre des Travaux publics et des Services gouvernementaux, ministre de la Condition féminine et principale ministre responsable de la Diversification de l'économie de l'Ouest canadien, délègue aux titulaires des postes mentionnés à l'annexe ci-après, les pouvoirs, les attributions et les fonctions dont je suis investie en ma qualité de ministre responsable de l'institution fédérale, selon les dispositions des *Lois* mentionnées dans la liste en regard de chaque poste.

Le présent arrêté remplace et annule tout arrêté antérieur.

Dated, at the City of Ottawa this 26th day of August, 2011

Signé à Ottawa, le 26e jour d'août 2011

Rona Ambrose

THE HONOURABLE RONA AMBROSE /
L'HONORABLE RONA AMBROSE

MINISTER OF PUBLIC WORKS AND GOVERNMENT SERVICES
AND MINISTER FOR STATUS OF WOMEN /
MINISTRE DES TRAVAUX PUBLICS ET DES SERVICES GOUVERNEMENTAUX ET
MINISTRE DE LA CONDITION FÉMININE

Western Economic Diversification Canada / Diversification de l'économie de l'Ouest Canada

Access to Information Act / Loi sur l'Accès à l'information
Delegation of Authority Schedule / Annexe de l'Arrêté sur la délégation

Sections of the Act / Articles de la Loi	Powers and Duties / Functions et attributions	Position / Titre
7(a)	Notice where access requested Réponse à une demande de communication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
8(1)	Transfer to – transfer from institution Transmission de la demande	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
9	Extension of time limits Prorogation du délai	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
11(2), (3), (4), (5), (6)	Additional fees Frais additionnels de traitement	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(2)	Language of access Langue de la communication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
12(3)	Access in an alternative format Communication sur un support de substitution	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
13	Information obtained in confidence Renseignements obtenus à titre confidentiel	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
14	Federal-provincial affairs Affaires fédéro-provinciales	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
15	International affairs and defence Affaires internationales et défense	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

16	Law enforcement and investigations Enquêtes et respect de la loi	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
17	Safety of individuals Sécurité des individus	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
18	Economic interests of Canada Intérêts économiques du Canada	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
19	Personal information Renseignements personnels	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
20	Third party information Renseignements de tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
21	Advice, etc. Avis, etc.	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
22	Testing procedures, tests and audits Examen et vérifications	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
23	Solicitor-client privilege Secret professionnel des avocats	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
24	Statutory prohibitions Interdictions fondées sur d'autres lois	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
25	Severance Prélèvement	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
26	Refusal of access where information to be published Refus de communication en cas de publication	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

27(1), (4)	Third party notification Observations des tiers et décision	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
28(1), (2), (4)	Third party notification Observations des tiers et décision	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
29(1)	Disclosure on recommendation of Information Commissioner Communication suite à une recommandation du Commissaire à l'information	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
33	Advise Information Commissioner of third party involvement Avis au Commissaire à l'information de la participation d'un tiers	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée • ATIP Officer / Agente de l'AIPRP
35(2)	Right to make representations Droit de présenter des observations	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
37(4)	Access to be given complainant Communication accordée au plaignant	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
43(1)	Notice of third party (application to Federal Court for review) Avis au tiers (révision par la cour fédérale)	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
44(2)	Notice to applicant (application to Federal Court by third party) Avis à la personne qui a fait la demande (demande de révision par la Cour fédérale faite par un tiers)	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
52(2), (3)	Special rules of hearings Règles spéciales pour l'audition des causes	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
69	Excluded information Documents exclus	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

71(2)	Exempt information severed from manuals Prélèvement des renseignements visés par une exception des manuels	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée
77	Responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above Les responsabilités attribuées au responsable de l'institution par règlement fait en vertu de l'article 77 qui ne sont pas incluses ci-dessus	• Executive Director, Finance and Corporate Management / Directeur exécutif, Finances et Gestion ministérielle • Manager, Corporate Administration / Gestionnaire, Administration intégrée

ANNEX B

2011–2012 Statistical Report on the *Access to Information Act*

Government of Canada / Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of Institution: Western Economic Diversification Canada

Reporting period: 04/01/2011 to 03/31/2012

PART 1 – Requests under the *Access to Information Act*

1.1 Requests

	Number of Requests
Received during reporting period	11
Outstanding from previous reporting period	0
Total	11
Closed during reporting period	7
Carried over to next reporting period	4

1.2 Sources of requests

Source	Number of Requests
Media	3
Academia	0
Business (Private Sector)	2
Organization	2
Public	4
Total	11

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	2	0	1	1	0	0	0	4
Disclosed in part	1	0	2	0	0	0	0	3
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	0	0	0	0	0	0	0
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Treated informally	0	0	0	0	0	0	0	0
Total	3	0	3	1	0	0	0	7

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	0	16(2)(a)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(c)	0	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	0	21(1)(a)	2
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	1
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	1
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	0
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	0	16.2(1)	0	19(1)	1	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	0	23	1
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	2	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	1
16(1)(a)(iii)	0	16.5	0	20(1)(c)	1		
16(1)(b)	0	17	0	20(1)(d)	0		
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	0	69(1)(g) re (c)	0
68.1	0	69(1)(d)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	0	4	0
Disclosed in part	3	0	0
Total	3	4	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	823	823	4
Disclosed in part	149	139	3
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed	Requests	Pages disclosed
All disclosed	3	35	0	0	1	788	0	0	0	0
Disclosed in part	3	139	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	0	0	0	0	0	0	0	0	0	0
Total	6	174	0	0	1	788	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	2	0	0	0	2
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	0	0	0	0
Total	2	0	0	0	2

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	1	2
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	1	2

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	1	2
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	1	2

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	# of Requests	Amount	# of Requests	Amount
Application	10	$50	1	$5
Search	0	$0	0	$0
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	1	$24	3	$28
Total	11	$74	4	$33

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	15	663	2	150
Outstanding from the previous reporting period	0	0	0	0
Total	15	663	2	150
Closed during the reporting period	15	663	1	52
Pending at the end of the reporting period	0	0	1	98

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	15	0	0	0	0	0	0	15
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	15	0	0	0	0	0	0	15

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	0	0	0	0	0	0		0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	1

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$67,839
Overtime		$0
Goods and Services		$0
• Professional services contracts	$0	
• Other	$0	
Total		**$67,839**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	0.00	3.00	3.00
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	0	3	3